

VERONA POLICE DEPARTMENT

111 Lincoln Street
Verona, Wisconsin 53593-1520

BERNARD J. COUGHLIN
Chief of Police

(608) 845-7623
Fax: (608) 845-0960
Web Site: www.ci.verona.wi.us

RECRUITMENT CORRESPONDENCE

TO: Applicants for Employment

FROM: Bernard J. Coughlin, Chief of Police

DATE: August 4, 2016

RE: Application Packet and Instructions

Thank you for your interest in employment with the City of Verona Police Department. Included in the Application Packet are the following documents:

1. Application for Employment Form DJ-LE-330; excluding Section 6 (General);
2. Employment Opportunity Announcement;
3. Department Overview and Information; and
4. Authorization for Release of Information Form VPD-254.

Please submit the Application for Employment and Authorization for Release of Information forms by September 12, 2016 at 4:30 p.m., Central Standard Time.

The written test will be offered Saturday, September 24, 2016 at 9:00 a.m., and an alternate test will be offered on Tuesday, September 27, 2016 at 7:00 p.m.; **please include a note with your preference.** The test will be administered at the Verona Police Department, 111 Lincoln Street, Verona, WI and will take about two hours to complete. The top 12 candidates will be invited to one of two assessment centers; October 25 or 26, 2016. The assessment centers will start at 8:00 a.m. and conclude at approximately 1:30 p.m. Successful candidates from the assessment centers will be invited to a Police and Fire Commission interview.

AN EQUAL OPPORTUNITY EMPLOYER



APPLICATION FOR EMPLOYMENT
LAW ENFORCEMENT, JAIL OR SECURE JUVENILE DETENTION OFFICER

NOTICE: All questions must be answered. Incomplete or illegible applications will not be considered. If the space provided is insufficient for complete answers or you wish to furnish additional information, please attach additional pages.

1. PERSONAL INFORMATION

Name (Last, First, Middle)			Social Security # (xxx-xx-xxxx)
Address (Apartment, Street, P.O. Box)			Home Telephone Number
City	State	Zip Code	Work Telephone Number
Email Address			Cell Phone Number

Have you successfully completed the basic training required for certification (i.e. 520-hour law enforcement academy)? Yes ☐ No ☐

If yes, what type(s) of basic training have you successfully completed? Law Enforcement ☐ Jail ☐ Secure Juvenile Detention ☐

If applicable, include the name of the school where you completed basic training and the date that training was completed:

Are you at least 18 years old? Yes ☒ No ☐

Are you a United States citizen? Yes ☐ No ☐

Do you have a high school diploma, GED or HSED? Yes ☐ No ☐

Do you have an Associate Degree or 60 associate degree level credits or higher from an accredited college or university? Yes ☐ No ☐

If No, were you employed as a law enforcement officer prior to February 1, 1993? Yes ☐ No ☐

The college credit requirement as written in Wisconsin Administrative Code § LES 2.01(1)(e), pertains to law enforcement and tribal law enforcement officers first employed on or after February 1, 1993.

Have you ever been convicted of a felony? Yes ☐ No ☐

Have you ever been convicted of a misdemeanor crime of domestic violence? Yes ☐ No ☐

Are you prohibited by state or federal law from possessing a firearm? Yes ☐ No ☐

Do you possess a valid Wisconsin driver's license or a valid driver's license from another state? Yes ☐ No ☐

2. EDUCATION

Dates

Name of School(s)	From (mm/yyyy)	To (mm/yyyy)	Degree, Diploma, or Credits Earned
High School(s)			
College(s)			

3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Annual Salary/Wages:
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Annual Salary/Wages:
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Annual Salary/Wages:
City	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

4. MILITARY SERVICE

Branch of Service	From (mm/yyyy)	To (mm/yyyy)	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

Honorably Discharged from Military Service? Yes ☐ No ☐ Not Applicable ☐

5. REFERENCES

Give three references (not relatives, or present employer; avoid listing members of the clergy).

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

6. GENERAL

COMPLETE IF INSTRUCTED TO DO SO BY EMPLOYING AGENCY.

Attach no more than one additional page for each answer.

- A. Why have you chosen to apply for this position?
- B. Discuss things you have done which have contributed to your life experience. Be sure to include information regarding volunteer work with civic, school, or professional organizations. Be specific about names and dates.
- C. Why do you believe you could relate to and/or work with people of different races, genders, cultures, ages, socio-economic groups, and educational levels?

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

Information provided and statements made as part of this application may be grounds for not employing you or for dismissing you after you begin work. All information and statements made are subject to verification.

CERTIFICATION

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT, AND TRUE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.

Applicants Signature

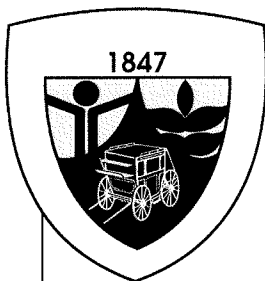
Date Signed

Under the provisions of § 19.36, Wis. Stats., I request that my identity as an applicant for this position not be revealed without my consent or until required under law.

Applicants Signature

Date Signed

Type <Ctrl – Enter> to add additional pages.



VERONA POLICE DEPARTMENT

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Verona, Wisconsin 53593-1520

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BERNARD J. COUGHLIN
Chief of Police

EMPLOYMENT OPPORTUNITY

CLASSIFICATION - PATROL OFFICER: The City of Verona Police Department has two vacancies in its uniformed patrol staff at the rank of Patrol Officer and anticipates one more vacancy due to a retirement. These positions are assigned to Field Operations, and are responsible for preventative patrol, traffic enforcement, emergency and non-emergency calls for service, and investigations concerning criminal matters.

The department is a full service, 24-hour police agency, which embraces community oriented policing and neighborhood problem-solving.

SALARY: The 2016 salary range is between \$48,133.68 and \$70,580.19, depending on the successful candidate's qualifications. The collective bargaining agreement between the City and the Wisconsin Professional Police Association provides for a 6 month, 1 year, 3 year, 5 year, and 7 year step increase for those officers with less than 7 years of experience. An educational incentive begins on base salary at 3% for 96 credits, 5% for BA/BS, and 7% for a graduate degree.

FRINGE BENEFITS: Overtime at 1.5 times hourly rate; 11.5 paid holidays; 1.5 time on holidays worked; six/three work schedule (37.33 average work week); two hour minimum call in; vacation at 40 hours after six months, 80 hours after one year, 136 hours after five years, 176 hours after nine years, 216 hours after fourteen years; sick leave one day per month for a total of 135 days; uniforms and equipment furnished; 95% paid health insurance; retirement; income continuation insurance; dental insurance; group life insurance plan; police professional liability insurance; and longevity of 2% on base salary after 10 years, 3% after fifteen years, and 4% after twenty years.

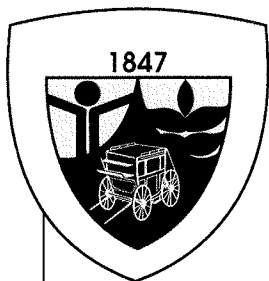
QUALIFICATIONS: United States citizen; 18 years of age; high school graduate or the equivalent; possess a valid Wisconsin driver's license; binocular vision correctable to 20/20; no color blindness; no criminal record which substantially relates to the work of a police officer; good physical and mental health; weight reasonably related to height; and 60 fully accredited college credits. Additionally, possess the skills, knowledge and abilities to perform the essential functions of a law enforcement officer, use of standard police equipment, perform all police use-of-force techniques and verbal and written communications. **Preference may be given to those applicants with law enforcement training and experience. Additionally, applicants who are currently certified by the Wisconsin Law Enforcement Standards Board, or have completed basic recruit training and are eligible for certification are encouraged to apply.**

SELECTION PROCESS: The selection process includes, but is not limited to; written examinations, oral interviews, strength and agility tests, assessment center, medical examinations, character investigations, psychological examination and drug testing. A probationary period of 18 months is required. **The written test will be given on Saturday, September 24, 2016 at 9:00 a.m. and an alternate test will be offered on Tuesday, September 27, 2016 at 7:00 p.m.; please include a note with your preference. The top 12 candidates will be invited to one of two assessment centers; either October 25 or October 26, 2016, from 8:00 a.m. – 1:30 p.m. Successful candidates from the assessment centers will be invited to a Police and Fire Commission interview.**

APPLICATION PROCESS: Apply to the Verona Police Department, 111 Lincoln Street, Verona, WI 53593 with application materials **received no later than September 12, 2016 at 4:30 p.m.** An application kit is available from our website at www.ci.verona.wi.us. Questions can be directed to Business Office Manager Holly Nilles at 608-845-0924.

Women and minorities are encouraged to apply.

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BERNARD J. COUGHLIN
Chief of Police

CITY OF VERONA POLICE DEPARTMENT

Department Overview and Information

2016 Police Officer

The Verona Police Department is a full service, 24-hour police agency which embraces community-oriented policing and neighborhood problem solving.

The City of Verona is located adjacent to the City of Madison, Wisconsin, on U.S. & State Highways 18/151 in Metropolitan Dane County, and has been among the fastest growing communities in the state. The Department of Administration's 2015 reported population was 11,871. This is a 58% increase in population over the past fourteen years, as the 2001 population was 7,502.

The Verona Police Department has an authorized strength of twenty-three full-time equivalent sworn positions and two part-time patrol officers. The department's 2016 authorized staffing levels consist of the Police Chief, two Police Lieutenants, three Police Sergeants, two Detectives, fifteen full-time Patrol Officers, two part-time reserve Patrol Officers, a Business Office Manager, one full-time Records Clerk, one permanent part-time Records Clerk, one limited part-time Records Clerk, and twenty School Crossing Guards.

The most recent (Year 2012) Uniform Crime Report shows Verona's total number of violent offenses as ranking 17 lowest among 27 reporting Dane County police agencies and 19 lowest in property offenses. Verona's 2012 clearance rate of violent crimes reported was 80%, as compared to the Dane County average of 55%. Verona's 2012 clearance rate of crimes reported was 55%, as compared to the Dane County average of 39%.

In October 2008, the Verona Police Department moved into a newly constructed facility; a \$7.5 million City Center building which includes City Hall, Municipal Court/Council Chambers and the Police Department. The entire complex is 43,100 square feet of which 26,200 square feet are dedicated to the police department. Included in the new police department is a booking area, training room, emergency operations center, evidence processing room, a drive-through garage and sally port, individual desk and work spaces for officers, a fully equipped fitness room, spacious locker rooms, and state of the art surveillance and audio-visual recording equipment.

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Authorization for Release of Information

(for official use only, not to be released to unauthorized persons)

VERONA POLICE DEPARTMENT

111 Lincoln Street

Verona, Wisconsin 53593

Employing Agency

I hereby authorize and empower an employee of the Verona Police Department or other authorized representative thereof bearing this release to, within one year of its date, obtain information and records pertaining to me from any or all of the following sources:

- 1. Municipal, State or Federal law enforcement agencies*
- 2. Any current or previous landlord or place of residence contacts*
- 3. Any banking or financial institution*
- 4. Any place of business (for purposes of obtaining credit or employment data)*
- 5. Credit rating bureaus or institutions maintaining individual credit rating files*
- 6. Any previous employer or military service contacts*
- 7. Present employer*
- 8. Any school, college, university or other educational institution*
- 9. Any individual law enforcement or jail officer*

Exceptions to this blanket authorization

- 1. Any medical information in the possession of any source named above until subsequent to a conditional offer of employment (per Americans with Disabilities Act).*
- 2. _____*
- 3. _____*

This release is executed to authorize the City of Verona Police Department, as a prospective employer, to obtain the above information. It is understood that said information shall be used only in consideration of my employment and shall not be further disseminated for any purpose.

Applicant: _____
(Please Print)

Date: _____ *Date of Birth:* _____ *Sex: Male* _____ *Female* _____

Address _____
Street and Number _____ *City* _____ *State* _____ *Zip* _____

Signature: _____

Witness: _____